

ILLINOIS STATE BOARD OF INVESTMENT
Position Description

Investment Officer
INVESTMENT OFFICER

Reports to Deputy Executive Director

Responsibilities

The Investment Officer is responsible for assisting with management of the investment portfolio including asset allocation review, investment policy review, due diligence and manager selection. The Investment Officer has the following specific responsibilities, which shall include, but not be limited to:

1. Perform on going due diligence on retained and prospective investment firms in all asset classes. Participate in all searches and vetting process for prospective investments.
2. Ongoing review of investment guidelines and policies for the overall portfolio to ensure the Board's objectives are met.
3. In conjunction with investment staff, work closely with all investment consultants.
4. Perform portfolio research on an ad hoc and ongoing basis. Present research and findings to Deputy Executive Director – Investments and Investment Staff.
5. Act as primary liaison for all MWDBE brokerage firms. Responsible for maintaining frequent contact with MWDBE brokerage firms and maintaining a list of such firms. Responsible for monitoring and evaluating MWDBE brokerage utilization.
6. Responsible for compiling data for various investment-related reporting requirements including FOIA requests.
7. Coordinates, develops, calculates and analyzes investment performance, including plan attribution and peer group attribution analysis.
8. Oversight of all aspects of transition management and regularly advise Deputy Executive Director – Investments of status.
9. Responsible for monitoring and evaluating the securities lending program. Regularly advise Deputy Executive Director - Investment of status.
10. Other duties as required or assigned.

Requirements

- Minimum of 3 years of experience in the investment or financial industry.
- Bachelors degree required, MBA or progress toward CFA preferred.
- Good written and oral communication skills.
- Proficient in Microsoft Excel.